

# WILMER VOLUNTEER FIRE DEPARTMENT, INC.

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## ANNUAL COMPARATIVE FINANCIAL STATEMENTS

As of and for the Years Ended December 31, 2012 and 2011

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date SEP 11 2013

**PHIL HEBERT**  
**CERTIFIED PUBLIC ACCOUNTANT**  
**A PROFESSIONAL ACCOUNTING CORPORATION**

**Wilmer Volunteer Fire Department, Inc.**

**Annual Comparative Financial Statements  
As of and for the Years Then Ended  
December 31, 2012 and 2011**

**Wilmer Volunteer Fire Department, Inc.**

**Annual Financial Statements  
As of and for the Years Ended December 31, 2012 and 2011**

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### **Independent Accountant's Review Report**

To the Board of Directors  
Wilmer Volunteer Fire Department, Inc.  
Kentwood, Louisiana 70444

I have reviewed the accompanying statement of financial position of Wilmer Volunteer Fire Department, Inc. (a nonprofit corporation) as of December 31, 2012 and 2011, and the related statements of activities, functional expenses, and cash flows for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of Organization management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require me to perform procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. I believe that the results of my procedures provide a reasonable basis for my report.

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.

*Phil Hebert*

Phil Hebert, CPA  
A Professional Accounting Corporation

June 18, 2013



**Wilmer Volunteer Fire Department, Inc.**  
**Comparative Statement of Financial Position**  
**As of December 31, 2012 and 2011**

<b>Assets</b>	<u><b>2012</b></u>	<u><b>2011</b></u>
<b>Current Assets:</b>		
Cash and Cash Equivalents	\$ 317,513	\$ 285,732
Receivables:		
Tangipahoa Parish Rural Fire District Number Two		
Ad Valorem and State Revenue Sharing	107,354	104,064
Prepaid Insurance	4,183	3,962
Total Current Assets	<u>429,050</u>	<u>393,758</u>
 Property, Plant and Equipment		
Property, Plant and Equipment, Net	69,239	79,756
Total Property, Plant and Equipment	<u>69,239</u>	<u>79,756</u>
 <b>Total Assets</b>	 <u><u>\$ 498,289</u></u>	 <u><u>\$ 473,514</u></u>
 <b>Liabilities and Net Assets</b>		
<b>Current Liabilities:</b>		
Accounts Payable	\$ 6,388	\$ 5,803
Other Accrued Payables	16,296	15,767
Total Current Liabilities	<u>22,684</u>	<u>21,570</u>
 <b>Net Assets</b>		
Unrestricted	475,605	451,944
Total Net Assets	<u>475,605</u>	<u>451,944</u>
 <b>Total Liabilities and Net Assets</b>	 <u><u>\$ 498,289</u></u>	 <u><u>\$ 473,514</u></u>

See accompanying notes and independent accountant's review report

**Wilmer Volunteer Fire Department, Inc.**  
**Comparative Statement of Activities**  
**For the Years Ended December 31, 2012 and 2011**

	<u>2012</u>	<u>2011</u>
<b>Operating Revenues</b>		
Public Support		
Tangipahoa Parish Rural Fire Protection		
District Number Two Contract Fees		
Ad Valorem Taxes	\$ 274,882	\$ 270,862
State Revenue Sharing	29,134	37,805
Fire Insurance Premium Rebate	16,615	16,782
Supplemental Pay	500	-
Investment Income	1,099	782
Other Revenues	1,612	1,268
Total Operating Revenues	<u>323,842</u>	<u>327,499</u>
<b>Operating Expenses</b>		
Program Services - Firefighting	221,145	212,115
Management and General	40,242	33,097
Total Operating Expenses	<u>261,387</u>	<u>245,212</u>
 Change in Net Assets From Operations	 <u>62,455</u>	 <u>82,287</u>
<b>Other Financing Uses</b>		
Transfers Out to Tangipahoa Rural Fire Protection		
District Number Two	38,794	43,731
Total Other Financing Uses	<u>38,794</u>	<u>43,731</u>
 Change in Net Assets	 23,661	 38,556
 Total Net Assets, Beginning	 <u>451,944</u>	 <u>413,388</u>
Total Net Assets, Ending	<u>\$ 475,605</u>	<u>\$ 451,944</u>

See accompanying notes and independent accountant's review report.

**Wilmer Volunteer Fire Department, Inc.**  
**Comparative Statement of Functional Expenses**  
**For the Years Ended December 31, 2012 and 2011**

	<b>2012</b>			<b>2011</b>		
	<b>Fire Fighting</b>	<b>Mgmt. &amp; General</b>	<b>Total</b>	<b>Fire Fighting</b>	<b>Mgmt. &amp; General</b>	<b>Total</b>
<b>Expenses</b>						
Salaries and Wages	\$ 134,136	\$ -	\$ 134,136	\$ 118,257	\$ -	\$ 118,257
Payroll Taxes	12,822	-	12,822	11,381	-	11,381
Dues and Subscriptions	-	15,101	15,101	-	14,335	14,335
Depreciation	10,517	-	10,517	10,517	-	10,517
Fuel	10,622	-	10,622	11,901	-	11,901
Insurance	15,384	-	15,384	10,548	-	10,548
Professional Fees	-	15,180	15,180	-	9,575	9,575
Repairs	17,249	-	17,249	24,186	-	24,186
Supplies	10,990	1,242	12,232	8,841	1,235	10,076
Telephone	2,342	780	3,122	3,622	1,207	4,829
Utilities	5,291	1,764	7,055	5,794	1,931	7,725
Other	1,792	6,175	7,967	7,068	4,814	11,882
<b>Total Expenses</b>	<b>\$ 221,145</b>	<b>\$ 40,242</b>	<b>\$ 261,387</b>	<b>\$ 212,115</b>	<b>\$ 33,097</b>	<b>\$ 245,212</b>

See accompanying notes and independent accountant's review report

**Wilmer Volunteer Fire Department, Inc.**

**Comparative Statement of Cash Flows  
For the Years Ended December 31, 2012 and 2011**

	<u>2012</u>	<u>2011</u>
<b>Cash Flows From Operating Activities</b>		
Change in Net Assets from Operations	\$ 62,455	\$ 82,287
Adjustments to Reconcile Change in Net Assets to		
Net Cash Provided by Operating Activities		
Depreciation	10,517	10,517
Changes in Operating Assets and Liabilities		
(Increase) Decrease in Receivables	(3,290)	(22,808)
(Increase) Decrease in Other Assets	(221)	(3,962)
Increase (Decrease) in Accounts Payable	585	122
Increase (Decrease) in Accrued Payables	529	451
Net Cash Provided by (Used by) Operating Activities	<u>70,575</u>	<u>66,607</u>
<b>Cash Flows From Noncapital Financing Activities</b>		
Transfers to Tangipahoa Parish Rural Fire Protection District		
Number Two for.		
Principal Payments for Loan for Fire Truck (See Note 6)	(31,655)	(30,155)
Interest Payments on Loan for Fire Truck (See Note 6)	(6,345)	(7,475)
Purchases of Property	(794)	(6,101)
Net Cash Provided by (Used by) Noncapital Financing Activities	<u>(38,794)</u>	<u>(43,731)</u>
<b>Net Cash Increase in Cash and Cash Equivalents</b>	31,781	22,876
<b>Cash and Cash Equivalents, Beginning of Year</b>	285,732	262,856
<b>Cash and Cash Equivalents, End of Year</b>	<u>\$ 317,513</u>	<u>\$ 285,732</u>

See accompanying notes and independent accountant's review report.



**Wilmer Volunteer Fire Department, Inc.**  
**Notes to the Financial Statements**  
**As of and for the Years Ended December 31, 2012 and 2011**

**Introduction**

The Wilmer Volunteer Fire Department, Inc. (the Organization) is a Louisiana nonprofit corporation. Its mission is to operate exclusively as a volunteer fire fighting organization to provide fire protection and emergency response services in the Community of Wilmer and surrounding rural areas. The Wilmer Volunteer Fire Department, Inc. is one of the fire departments located in Tangipahoa Parish, that comprise the Tangipahoa Parish Rural Fire Protection District Number Two. Tangipahoa Parish Rural Fire Protection District Number Two receives ad valorem taxes, state revenue sharing and revenue from a two percent fire insurance rebate, which are in turn distributed with any interest earned, to the individual fire departments in Tangipahoa Parish in accordance with annual agreements.

**1. Summary of Significant Accounting Policies**

**A. Basis of Accounting**

The financial statements have been prepared on an accrual basis of accounting and accordingly reflect all significant receivables, payables and other liabilities.

**B. Basis of Presentation and Restrictions on Net Assets**

The Organization is required to report information regarding its financial position and activities according to the three classes of net assets listed below. The fire department does not use fund accounting

Revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the Organization and changes therein are classified and reported as follows:

- Unrestricted net assets - Net assets that are not subject to any donor-imposed stipulations.
- Temporarily restricted net assets - Net assets subject to donor-imposed restrictions on their use that may be met either by actions of the Organization or the passage of time
- Permanently restricted net assets - Net assets subject to donor-imposed or other legal restrictions requiring that the principal be maintained permanently by the Organization. Generally, the donors permit the Organization to use all or part of the income earned for either general or donor-specified purposes

**Wilmer Volunteer Fire Department, Inc.**  
**Notes to the Financial Statements**  
**As of and for the Years Ended December 31, 2012 and 2011**

**C. Comparative Information**

The financial statements are presented with certain prior year summarized comparative information. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended December 31, 2011, from which the summarized information was derived.

Certain amounts presented in the prior year data have been reclassified in order to be consistent with the current year's presentation.

**D. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities in the financial statements. Estimates and assumptions may also affect disclosure of contingent assets and liabilities at the date of the financial statement, and the reported amounts of revenues and expenses. Actual results could differ from management's estimates.

**E. Cash and Cash Equivalents**

The Organization's cash and cash equivalents are considered to be cash on hand, demand deposits, time deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

**F. Investments**

Investments, when held, are reported at fair value. Investment income classified as operating revenue consists of interest and dividend income on investments and gains approved for use in operations. All other realized and unrealized gains or losses are classified as nonoperating activity and are available to support operations in future years and to offset potential market declines. Investments classified as current are available for operations in the next fiscal year.

Various methods and assumptions are used to estimate the fair value of each class of financial instruments, when held. Cash and cash equivalents are valued at their carrying amount due to their short maturities. Investments are reported at fair value based on quoted market prices. Debt is valued at rates currently available to the Organizations for issuances with similar terms and remaining maturities.

**G. Inventories and Prepaid Items**

All inventories, when held, are valued at cost using the first-in/first-out method. Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

**Wilmer Volunteer Fire Department, Inc.**  
**Notes to the Financial Statements**  
**As of and for the Years Ended December 31, 2012 and 2011**

**H. Property and Equipment**

Equipment purchased with funds appropriated and distributed by the Tangipahoa Parish Rural Fire Protection District Number Two remains the property of the Tangipahoa Parish Rural Fire Protection District Number Two and is not recorded in the accompanying financial statements. Equipment held on site by the Organization that is owned by the Tangipahoa Parish Rural Fire Protection District Number Two is tagged with a Tangipahoa Parish Rural Fire Protection District Number Two inventory tag

Purchases of equipment and other property having a unit cost per established guidelines and a useful life of three or more years are capitalized at cost when purchased with funds other than those appropriated by the Tangipahoa Parish Rural Fire Protection District Number Two. Donated assets are capitalized at the estimated fair value at date of receipt. These assets are depreciated on a straight line basis. If incurred, interest expense incurred during a period of construction, less related interest income earned on proceeds of tax-exempt borrowings, would be capitalized. Property under capital leases is amortized over the lease term. Any gain or loss on sale of equipment and other property is reported as other revenues on the statement of activities. The Organization maintains a threshold level of \$500 or more for capitalization of property and equipment.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

**I. Revenue Recognition**

Public support consists primarily of contract payments received from the Tangipahoa Parish Rural Fire Protection District Number Two in the form of ad valorem taxes, state revenue sharing funds and fire insurance rebate funds. The Organization receives a percentage of the total funds available to the Tangipahoa Parish Rural Fire Protection District Number Two based on a formula contained in the original contract agreed to by all participating fire departments in Tangipahoa Parish. The ad valorem tax allocation is established in January of each year and disbursed by the Tangipahoa Parish Rural Fire Protection District Number Two on a quarterly basis. State revenue sharing and fire insurance rebate funds are disbursed to participating fire departments by the Tangipahoa Parish Rural Fire Protection District Number Two as the funds become available. As a result, ad valorem taxes and interest income is recognized as income in the period earned. State revenue sharing funds, fire insurance rebate funds and all other revenues are recognized as income when received.

Contributions, which include unconditional promises to give (pledges), are recognized as revenues in the period received or promised. Conditional contributions are recorded when the conditions have been met. Contributions are considered to be unrestricted unless specifically restricted by the donor.

The Organization reports contributions in the temporarily or permanently restricted net asset class if they are received with donor stipulations as to their use. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are released and reclassified to unrestricted net assets in the consolidated statement of activities. Donor-restricted contributions are initially reported in the temporarily restricted net asset

**Wilmer Volunteer Fire Department, Inc.**

**Notes to the Financial Statements**

**As of and for the Years Ended December 31, 2012 and 2011**

class, even if it is anticipated such restrictions will be met in the current reporting period.

Gains and losses on investments and other assets and liabilities are reported as increases and decreases in unrestricted net assets unless their use is restricted by explicit donor stipulation or by law.

**J. Contributed Services and Materials**

Typically contributed services are reported at fair value in the financial statements for voluntary donations of services when those services (1) create or enhance non-financial assets or (2) require specialized skills provided by individuals possessing those skills and are services which would be typically purchased if not provided by donation. However, since all of the Organization's program services are provided by volunteers and there is no objective basis available to measure the value of such services, no amounts have been included in the financial statements for donated services.

Donated materials are recorded at their fair value at the date of the gift. The Organization does not imply time restrictions for gifts of long-lived assets. As a result, in the absence of donor-imposed restrictions, gifts of long-lived assets are reported as unrestricted revenue.

**K. Income Taxes**

The Wilmer Volunteer Fire Department, Inc. is a not-for-profit social welfare organization. The Organization is exempt from federal income taxes under Section 501(c)(4) of the Internal Revenue Code, except on net income derived from unrelated business activities. Therefore, no provision is made for income taxes. The three previous year's tax returns remain subject to examination by the Internal Revenue Service.

**2. Cash and Cash Equivalents**

Cash and cash equivalents book balances were as follows at December 31, 2012 and 2011:

	2012	2011
Interest Bearing Demand Deposits	\$ 317,513	\$ 285,732
	<u>\$ 317,513</u>	<u>\$ 285,732</u>

Bank balances at December 31, 2012 and 2011 totaled \$319,422 and \$289,065, respectively. At December 31, 2012, the entire amount was covered under two pools of \$250,000 of Federal Deposit Insurance Corporation (FDIC) insured coverage in two different banks. At December 31, 2011, \$250,000 was protected by Federal Deposit Insurance Corporation (FDIC) insured coverage, and the remaining balance of \$39,065 was not protected or insured

**Wilmer Volunteer Fire Department, Inc.**  
**Notes to the Financial Statements**  
**As of and for the Years Ended December 31, 2012 and 2011**

**3. Property and Equipment**

The cost and accumulated depreciation of fixed assets at December 31, 2012 and 2011 were as follows:

	<u>2012</u>	<u>2011</u>
Machinery and Equipment	\$ 157,758	\$ 157,758
Total Cost of Assets Placed in Service	<u>157,758</u>	<u>157,758</u>
Less Accumulated Depreciation	(88,519)	(78,002)
Property and Equipment, Net	<u>\$ 69,239</u>	<u>\$ 79,756</u>

Depreciation expense for the fiscal years ending December 31, 2012 and 2011 were \$10,517 and \$10,517.

**4. Contracts with Tangipahoa Parish Rural Fire Protection District Number Two**

The Wilmer Volunteer Fire Department entered into an agreement with the Tangipahoa Parish Rural Fire Protection District Number Two to provide fire protection and emergency response services in the unincorporated rural areas in the community of Wilmer. Funding is provided by an ad valorem tax and related state revenue sharing. Under the terms of the contract, the funds shall be expended solely for the purposes of operating and maintaining, and/or the purchasing of equipment or supplies and for the payment of salaries if approved by the Tangipahoa Parish Rural Fire Protection District Number Two.

**5. Co-operative Endeavor Agreement**

The Wilmer Volunteer Fire Department, Inc. obtained a 90 percent grant to purchase a 2005 Freightliner Model M-2 pumper-tanker truck in 2005. The Wilmer Volunteer Fire Department received a commitment of funds from the Tangipahoa Parish Rural Fire Protection District Number Two of Louisiana to pay for a ten percent match to purchase the truck and other associated expenses. The fire truck, according to the terms of the grant, was purchased in the name of the Wilmer Volunteer Fire Department, Inc. and will be utilized for and in the Wilmer Fire District. However, it is recorded as an asset on the books of the Tangipahoa Parish Rural Fire Protection District Number Two. Under the terms of the agreement, the Organization obtained usage of this truck in providing fire protection services within its Wilmer Fire District for at least a five year term for a one time payment of \$32,700.

**Wilmer Volunteer Fire Department, Inc.**  
**Notes to the Financial Statements**  
**As of and for the Years Ended December 31, 2012 and 2011**

**6. Debt Service Agreement**

Wilmer Fire Department acquired a Class A pumper fire truck in 2007 under a loan agreement for \$170,000 wherein principal and interest payments on the loan are made through the Tangipahoa Parish Rural Fire Protection District Number Two. Transfers out of the Wilmer Volunteer Fire Department for debt service payments of principal and interest are made from the Organization's regular appropriations on behalf of the liability on the books of the Tangipahoa Parish Rural Fire Protection District Number Two for the asset utilized by the Wilmer Volunteer Fire Department. The asset is on the financial statements of the Tangipahoa Parish Rural Fire Protection District Number Two.

In 2009, Wilmer Volunteer Fire Department acquired a rescue service truck for \$92,865 under a similar loan agreement wherein principal and interest payments on the loan are made through the Tangipahoa Parish Rural Fire Protection District Number Two. The asset is on the financial statements of the Tangipahoa Parish Rural Fire Protection District Number Two.

For the year ended December 31, 2012, transfers for principal and interest totaled \$31,655 and \$6,345 respectively.

For the year ended December 31, 2011, transfers for principal and interest totaled \$30,155 and \$7,475 respectively.

Schedule of expected future principal payments at December 31, 2012

**Principal Payments Due Date in:**

**Certificate of  
Indebtedness**

	<u>2006</u>	<u>2009</u>	<u>Total</u>
2013	\$ 19,000	\$ 13,180	\$ 32,180
2014	20,000	13,725	33,725
2015	21,000	14,295	35,295
2016	22,000	14,885	36,885
	<u>\$ 82,000</u>	<u>\$ 56,085</u>	<u>\$ 138,085</u>

**7. Concentrations**

During the year ended December 31, 2012 and 2011, \$320,631 and \$325,449, or ninety-nine percent, of the Department's gross revenues were derived from appropriations from the Tangipahoa Parish Rural Fire Protection District No. 2.

**Wilmer Volunteer Fire Department, Inc.**  
**Notes to the Financial Statements**  
**As of and for the Years Ended December 31, 2012 and 2011**

**8. Contingent Liabilities**

At December 31, 2012, the Organization was not involved in any outstanding litigation or claims

**9. Related Party Disclosure**

The Assistant Fire Chief's son is also employed by the Department as a fireman.

**10. Subsequent Events**

Management has evaluated subsequent events through the date that the financial statements were available to be issued, June 18, 2013, and determined that one event occurred that requires disclosure.

Subsequent to the end of the fiscal year, the public funds under the control of the Wilmer Volunteer Fire Department, Inc. were transferred to Tangipahoa Parish Rural Fire Protection District No. 2.



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**Independent Accountant's Report on Applying Agreed-Upon Procedures**

To the Board of Directors  
Wilmer Volunteer Fire Department, Inc.  
Kentwood, Louisiana

I have performed the procedures included in the Louisiana Governmental Audit Guide and enumerated below, which were agreed to by the management of Wilmer Volunteer Fire Department, Inc., the Legislative Auditor, State of Louisiana, and applicable state grantor agency/agencies solely to assist the users in evaluating management's assertions about Wilmer Volunteer Fire Department, Inc.'s compliance with certain laws and regulations during the year ended December 31, 2012 included in the accompanying Louisiana Attestation Questionnaire. Management of Wilmer Volunteer Fire Department, Inc. is responsible for its financial records and compliance with applicable laws and regulations. This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of this report. Consequently, I make no representation regarding the sufficiency of the procedures described below either for the purpose which this report has been requested or for any other purpose.

**Federal, State, and Local Awards**

1. Determine the amount of federal, state, and local award expenditures for the fiscal year, by grant and grant year.

Wilmer Volunteer Fire Department, Inc. had the following local awards at December 31, 2012.

Tangipahoa Parish Rural Fire District No 2	\$ 320,631
Total	<u>\$ 320,631</u>

2. For each federal, state, and local award, randomly select six disbursements from each award administered during the period under examination, provided that no more than 30 disbursements would be selected.

I selected six disbursements from the local award.

3. For the items selected in Procedure 2, trace the six disbursements to supporting documentation as to proper amount and payee.

I examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

# Phil Hebert, CPA

A PROFESSIONAL ACCOUNTING CORPORATION

4. For the items selected in Procedure 2, determine if the six disbursements are properly coded to the correct fund and general ledger account.

All payments were properly coded to the correct fund and general ledger account.

5. For the items selected in Procedure 2, determine whether the six disbursements received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements were properly approved.

6. For the items selected in Procedure 2: For federal awards, determine whether the disbursements complied with the applicable specific program compliance requirements summarized in the *Compliance Supplement* (or contained in the grant agreement, if the program is not included in the Compliance Supplement) and for the state and local awards, determine whether the disbursements comply with the grant agreement, relating to:

Activities allowed or unallowed

All local award disbursements complied with the allowability requirements.

Eligibility

There are no eligibility requirements for local awards.

Reporting

There are no reporting requirements for local awards.

7 For the programs selected for testing in Procedure 2 that had been closed out during the period under review, compare the close-out report, when required, with the agency's financial records to determine whether the amounts agree

There are no close out reports for awards during the period.

**Open Meetings**

8. Examine evidence indicating that agendas for meetings recorded in the minute book were posted as an open meeting as required by R.S. 42:11 through 42:28 (the open meetings law).

Wilmer Volunteer Fire Department, Inc. did post the required notice of each meeting and the accompanying agenda as an open meeting as required by LSA-RS 42:11 through 42:28 (the open meetings law).

# Phil Hebert, CPA

A PROFESSIONAL ACCOUNTING CORPORATION

## **Budget**

9. For all grants exceeding five thousand dollars, determine that each applicable federal, state, or local grantor agency/agency was provided with a comprehensive budget of those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance.

A comprehensive budget was submitted to the Tangipahoa Parish Rural Fire District No. 2.

## **Prior Comments and Recommendations**

10. Review any prior-year suggestions, recommendation, and/or comments to determine the extent to which such matters have been resolved.

The Department had one prior year finding involving the posting of public notices for public meetings. See the Schedule of Prior Year Findings.

I was not engaged to perform, and did not perform, an audit, the objective of which would be the expression of an opinion on management's assertions. Accordingly, I do not express such an opinion. Had I performed additional procedures, other matters might have come to my attention that would have been reported to you.

This report is intended solely for the use of management of Wilmer Volunteer Fire Department, Inc., the Legislative Auditor (State of Louisiana), and the applicable state grantor agency/agencies and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Phil Hebert*

Phil Hebert, CPA  
A Professional Accounting Corporation

June 18, 2013

**Wilmer Volunteer Fire Department**  
**Schedule of Prior Year Findings**  
**For the Year Ended December 31, 2012**

**Open Meetings**

**Condition:**

Wilmer Volunteer Fire Department, Inc. did not give written public notice of their meetings.

**Recommendation:**

I recommend Wilmer Volunteer Fire Department, Inc. post a written public notice of their regular, special, or rescheduled meeting no later than twenty-four hours before the meeting. The notice should include the agenda, date, time, and place of the meeting. The written public notice should be posted at Wilmer Volunteer Fire Department, Inc. or at the building in which the meeting is to be held.

**Resolved: Yes**

**Wilmer Volunteer Fire Department, Inc.**

**Schedule of Current Year Findings and Responses  
For the Year Ended December 31, 2012**

**Internal Control**

**Condition:** As part of my inquiry, I noted that the Assistant Fire Chief's son is also employed as a fireman for the Department. The Assistant Fire Chief is one of the designated check signers. All checks require two signatures including paychecks.

**Recommendation:** I recommend the Department review and amend their policy to prevent the members of management from making any decisions regarding the economic interest of their immediate family members such as signing paychecks, employee evaluations, approving time sheets, etc.

**Management's Response:** On June 17, 2013, Wilmer Volunteer Fire Department elected a new board of directors. The Board is in the process of writing a new policy that no one with a family member employed by Wilmer Fire Department will be allowed to serve on the board. The policy will also not allow for family members to approve payroll, discipline, evaluate, or take any action that could benefit their family member financially. The responsible party is Phillip Notariano, Fire Chief.

## RESOLUTION

**WHEREAS**, Wilmer Volunteer Fire Department, Inc , as a part of its review of the financial statements as of December 31, 2012, and for the one year then ended, is required to complete the Louisiana Attestation Questionnaire furnished by the Louisiana Legislative Auditor, and,

**WHEREAS**, upon completion, the questionnaire must be presented to and adopted by the board of directors of the Wilmer Volunteer Fire Department, Inc., by means of a formal resolution in an open meeting, and,

**WHEREAS**, the completed questionnaire and a copy of its adoption must then be given to the accountant at the beginning of the attestation engagement. The accountant will, during the course of his attestation engagement, test the accuracy of the responses in the questionnaire,

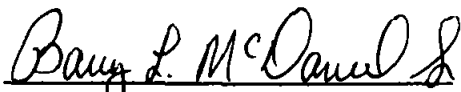
**WHEREAS**, the Louisiana Attestation Questionnaire was reviewed and all questions answered by the board of directors of the Wilmer Volunteer Fire Department,

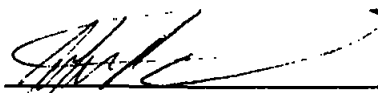
**THEREFORE BE IT RESOLVED** that the Wilmer Volunteer Fire Department hereby adopts this resolution on May 13, 2013 by the following roll call vote

YEAS: 8

NAYS: 0

ABSENT: 8

  
Secretary/Treasurer

  
Chief

**LOUISIANA ATTESTATION QUESTIONNAIRE**  
**(For Attestation Engagements of Quasi-public Entities)**

Phil Hebert, CPA

P O Box 1151  
Ponchatoula, LA 70454

In connection with your review of our financial statements as of December 31, 2012 and for the period then ended, and as required by Louisiana Revised Statute 24 513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulation and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations

These representations are based on the information available to us as of Dec 31, 2012

**Federal, State, and Local Awards**

We have detailed for you the amount of federal, state and local award expenditures for the fiscal year, by grant and grant year

Yes ☒ No [ ] N/A [ ]

All transactions relating to federal, state, and local grants have been properly recorded within our accounting records and reported to the appropriate state, federal, and grantor officials

Yes ☒ No [ ] N/A [ ]

The reports filed with federal, state, and local agencies are properly supported by books of original entry and supporting documentation

Yes ☒ No [ ] N/A [ ]

We have complied with all applicable specific requirements of all federal, state, and local programs we administer, to include matters contained in the OMB Compliance Supplement, matters contained in the grant awards, eligibility requirements, activities allowed and unallowed, and reporting and budget requirements

Yes ☒ No [ ] N/A [ ]

**Open Meetings**

Our meetings, as they relate to public funds, have been posted as an open meeting as required by LSA-RS 42 11 through 42 28 (the open meetings law)

Yes ☒ No [ ] N/A [ ]



**Budget**

For each federal, state, and local grant we have filed with the appropriate grantor agency a comprehensive budget for those grants that included the purpose and duration, and for state grants included specific goals and objectives and measures of performance

Yes ☒ No ☐ N/A ☐

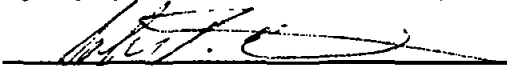

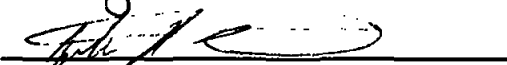
**Prior Year Comments**

We have resolved all prior-year recommendations and/or comments

Yes ☒ No ☐ N/A ☐

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations We have made available to you documentation relating to the federal, state, and local grants, to include the applicable laws and regulations

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report We will also disclose to you, the Legislative Auditor, and the applicable state grantor agency/agencies any known noncompliance which may occur up to the date of your report

	Fire Chief	<u>5/16/17</u>	Date
	Treasurer	<u>5/16/13</u>	Date
	President	<u>5/16/13</u>	Date